

MANUAL
OF
RULES AND REGULATIONS
FOR THE
Government of the Employees of the
Florida Asylum for the Insane.

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Approved by the Board of Commissioners of
State Institutions of Florida.

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RULES.

REMARKS.

The Florida Asylum for the Insane, was established, and is maintained and controlled by the State, for the care and treatment of the insane. And it is absolutely incumbent on the officers and employees of the Institution to give to this suffering class of people, their first and highest consideration and care.

No disease more pitiable than insanity ever befalls man. Its victims, as a rule, are irresponsible, helpless and dependent in their wants on those appointed to administer to them. A nobler work than which can scarcely be conceived, and no duties require a more peculiar fitness.

In addition to professional skill in the medical treatment, the act of nursing, and other special and general care of patients, there must be active intelligence and integrity of purpose.

Perfect self-control, self-denial and a constant manifest desire to serve and comfort the patients, and to do everything possible, at whatever sacrifice of personal convenience and pleasure, for their good, and for the subsequent good of the Institution, are required, and cannot fail to attain the highest degree of usefulness, and will entitle employees to the confidence and praise of both officials and the public.

Honest, intelligent faithfulness on part of those in immediate charge of patients is no less important than medical treatment, and no one will be credited with fidelity to the sacred causes of the Institution who does not maintain this standard.

Those who are granted positions in this Asylum shall have fair opportunity to prove their fitness, and if found wanting in a single respect, although competent in all others, will be respectfully notified, with a request for their withdrawal.

Good health is absolutely necessary to attendants in their difficult positions and employment in such institutions should be sought only by those possessing it.

In accepting employment which connect persons with the management and care of patients, they obligate and bind

themselves to perform every duty their positions entail. Neglect of which will subject them to immediate removal. Allowing personal affairs to conflict with duty to this Asylum, or its inmates, will be considered a disqualification, and so will wastefulness or extravagance.

Employees are required to study the rules and regulations of the Institution, and cannot plead ignorance of their requirements in cases of violation or neglect.

All employees must maintain unimpeachable character, and are expected to devote the energies and virtues of their lives to the high purpose of the Institution. To the good end that its helpless and pitiable subjects may have comfort and peace, and that the charitable public whose prayers and money we have to aid us, may feel reasonably assured that its sacred functions are well performed.

CHAPTER I.

BOOK-KEEPING AND COMMISSARY.

1. The duties of Book-keeper and Commissary shall devolve on one person who may have an assistant.

2. The Book-keeper and Commissary shall keep, in a neat, orderly and accurate manner, all the books and other records of the Superintendent's office, and shall act as Secretary to the Superintendent.

3. The Book-keeper and Commissary shall have the immediate charge of, keep in good order, and issue supplies from the stores of the Asylum, and shall keep a clear methodical account of all supplies received and issued to the several departments, together with the required abstract records, and shall perform any other duties the Superintendent may require.

CHAPTER II.

SUPERVISORS.

1. The officers designated as Supervisors are the persons having immediate supervision of the ward departments of the Asylum, and all such other interests as may be specified by the Superintendent.

2. The authority and duties of the Supervisors shall be derived from, and specified by the Superintendent. But these officers shall exercise intelligent judgment in the discernment of many duties that cannot be specified in this manual.

DUTIES OF SUPERVISORS.

1. The Supervisors shall be responsible for the safety, order and condition in which the wards, yards and other places, together with all appliances, furnishings, clothing, etc., under their charge are kept.

2. They shall see that all floors, walls, windows, transoms, benches, chairs, slatting, stairways, toilets, clothing and bath rooms, dining rooms, tables and dining room furnishings, sinks, kitchens and furnishings, together with all other things, and articles intrusted to them are kept in a cleanly, odorless and tidy condition, and that they are carefully and properly preserved.

3. They shall have and exercise authority over all attendants, in an intelligent, courageous and impartial manner, and shall maintain before them an example of such conduct, punctuality and devotion to duty, as will command their respect, and secure imitation.

Supervisors are expected to treat attendants with proper consideration, but their greatest responsibility is for the care of patients, and, in discharging their duty, they will have occasion to exercise the greatest vigilance over the conduct of attendant, and to correct and rebuke instances of neglect and wrongdoing. Their relations, therefore, toward attendants must be independent, just, impartial, without unnecessary severity, and at the same time absolutely free from favoritism or an inclination to overlook or excuse the slightest departure from faithfulness to duty.

4. Supervisors shall see that the supply of clothing is ample for the absolute comfort and neatness of patients, and shall make requisition on the Superintendent for all necessary clothing and other supplies for their respective departments.

5. They shall see that no partiality is shown in the relation of attendants and patients, and shall see that each and all patients receive from attendants, uniformly, kind and sympathetic attention, and that all rules relating to the care of patients are strictly obeyed.

SUPERVISORS' ROUNDS.

6. Supervisors, within twenty minutes after the signal for rising, shall commence their first morning round, and are required—

1. To receive the watchman's reports of the preceding night.

2. To see that all nurses are up and at their duties.

3. To see that the patients are properly dressed, bathed,

and their hair combed ready for breakfast.

4. To see (during cold weather) that the buildings are at a comfortable temperature.

5. To see that all sick rooms are properly attended, and receive the sick nurses' report of the preceding night.

6. To receive from attendants their report of any patients that may have taken sick during the night, and to report the same to the physician.

7. At nine o'clock a. m. the Supervisors shall commence their second morning round, and are required—

1. To see that everything about the wards have been put in a neat and tidy condition.

2. To see that all sick patients have been supplied with the prescribed diet for breakfast.

3. To inspect each patient, and see that their clothing, shoes, etc., are comfortable and tidy, and that their hands and faces are clean.

4. To see that the sewerage and water systems are in perfect order.

5. To see that all soiled clothing has been correctly listed and transferred to the laundry.

6. To obtain from attendants a correct list of all appliances, furnishings, clothing, etc., that may have been destroyed or rendered useless by destructive patients during the night.

IRREGULAR ROUNDS.

Supervisors shall make between 9 o'clock a. m. and 5 o'clock p. m. their rounds through the wards and grounds of the respective departments at irregular hours, and are required—

1. To see that all attendants are properly on duty.

2. To see that no patient is sick and unreported, and that none are improperly indulged.

3. To see that all patients are receiving the necessary attention with reference to their discipline, comfort and neatness.

4. To see that nothing about their department is in bad repair, and that the sewerage and water systems are in perfect order.

5. To see that the duties of all under their supervision respectively, are being faithfully and well performed.

NIGHT ROUNDS.

The Supervisors shall commence their night rounds at 8 o'clock p. m., and are required—

1. To see that all lights are in proper condition.
2. That the water system is in perfect order, and that the hose and fire pails are in place.
3. To see that all patients are in their rooms, that they retire at 8 o'clock, except such as the rules allow to retire earlier, and that their bedding and rooms are cleanly and comfortable, and that all doors are properly fastened.
4. That all attendants that should be, are on duty, and that no improper indulgences, such as loud talking, whistling, singing or other noises calculated to disturb the patients are going on.
5. That the requirements of sick patients are carefully and amply supplied.
6. That the quiet and condition of their entire departments, denotes general safety and the peace of their patients.

FOOD SUPPLIES.

1. Supervisors shall see that the food supply at each meal is suitable, sufficient and well prepared. The feeble patients, and such as suffer from impaired digestion are furnished with suitable special diet. They shall also see that sick patients are regularly furnished with such special nourishment as the physician may prescribe.
2. They shall see that regularity is observed in diversifying the diet of patients and the manner of cooking, often enough to prevent tiring of a particular article, and in the abundant use alternately of vegetable foods.
3. They shall see that articles of food supply are neatly handled and equally disbursed to the respective dining halls and tables.

GENERAL.

1. Supervisors shall see that each ward is systematically and thoroughly inspected as often as may be necessary to preserve cleanliness and good repair, and to prevent vermin on bedding, clothing, person, or elsewhere.
2. That everything is done in their departments respectively that is necessary for economy. The safety of the properties in their charge, and for the health, peace and comfort of the patients, whether the same is enumerated among the duties herein particularly specified or not.
3. They shall see that all rules for the proper, tender care of patients, and for the maintenance of thorough discipline in their control, are strictly complied with.
4. They shall see that all attendants are attentive to the

patients, without exception or partiality, and that they manifest the proper good faith in every detail of their work.

5. The Supervisor of the male department shall have supervision of the wood-yards, general cleaning up, and other sanitary work, and shall do such other special duties as the Superintendent may require.

6. The Supervisor of the female department shall have supervision of the regular laundry work, and shall do such other special duties as may be required.

7. The Supervisors shall be present and make a correct list of all clothings and other articles before transferring them to the laundry, and shall check them when returned from the laundry to the sorting room, making a note of, and reporting any that may check short.

8. The Supervisors shall keep an accurate record of all appliances, furnishings, clothing and other supplies and effects in their charge, and shall account to the Superintendent for the same.

REPORTS.

Supervisors' written reports shall be filed in the Superintendent's office daily at 9 o'clock a. m. They shall relate to the preceding twenty-four hours, and shall embrace—

1. All important occurrences in the wards; the names of patients received, and their apparent condition; all patients discharged or furloughed, died or eloped, accidents and other important facts; the names and condition of those sick in bed, and those having recovered.

2. They shall make to the Superintendent on the last day of the month a written report showing the number of patients employed during the month, and the departments, and kind of work in which they were engaged. Also the number and names of patients who have been secluded, the period of seclusion, and the necessity therefore.

3. Their verbal reports shall be made to the Superintendent and physician when occasion arises, and they shall not fail to keep the Superintendent fully informed of the manner in which attendants deport themselves and perform their duties.

4. They shall report promptly, in writing, any violation of the rules, or neglect of a specified or implied duty, giving the name of the offending person and such particulars as will enable intelligent investigation.

5. The Supervisors shall make to the physician such reports relating to the condition and care of patients as he may require, and shall see that his instructions relative to any and

all details of medical treatment, special nursing, dieting, etc., are faithfully carried out, and should any of his instructions conflict with other specified rules, the Superintendent shall be immediately consulted in order that the two may be harmonized.

6. The Supervisors shall see that forced alimentation is not undertaken in the absence of the physician, except when he cannot be consulted, and in that event the Superintendent shall be present

7. The Supervisors shall communicate with the Superintendent and physician, the requests of attendants, night watch, turnkey, cooks, and other ward employees of the institution, but may grant regular leaves of absence without consulting the Superintendent.

HEAD NURSES.

In each of the four departments one attendant is designated as "Head Nurse," who, in the two white departments, shall also act as Assistant Supervisor, with all the duties of Supervisors incumbent on them when acting in their place.

DUTIES OF HEAD NURSE.

The duties of head nurses shall be :

1. To acquaint themselves with the condition and requirements of sick patients immediately after they are reported, and to see that everything possible is supplied for their comfort and relief.

2. To consult and obtain instructions and treatment from the physician, and to see that the sick nurse is made fully acquainted with the condition of sick patients, and the directions of the physician, and to see that he or she exercises intelligent judgment, tenderness and promptness in carrying out the physician's instructions, keeping the sick room, bedding and clothing absolutely clean, and properly aired, and that the sick nurses administer in every other proper way, to the wants of sick patients.

3. To see that all symptoms of sick patients and the effect of the medical treatment, together with the appetite, and kind and amount of nourishment taken by the sick, are carefully noted and reported to the physician as he may require, and to the Supervisors.

4. To see that sick nurses are constant in attention and good faith to the sick, and that they have all necessary assistance in caring for them.

5. To see that the wishes of sick patients are consulted, and

properly considered, and that the physician is consulted as to the propriety of granting such as may be doubtful.

6. To assist the Supervisor in preventing noise and other confusing occurrences that may disturb the sick.

7. The head nurses shall be subject, to the physician's instructions with reference to the further duties of their position, and shall not fail in any instance in their obedience thereto.

8. The head nurses shall make to the Supervisors, such daily reports as are necessary to the records and reports required of these officers.

SICK NURSES.

In each department, two attendants shall be designated as sick nurses. They shall be selected with especial reference to their intelligent training in the care of the sick, and their honest faithfulness and proficiency in discharge of their duties.

The duties of sick nurses shall be :

1. To take charge of, and immediately care for all patients when taken sick.

2. To do all that is possible under the rules, and training, for the relief of sick patients before the physician (if hindered) sees them, and to comply strictly with the physician's instructions in every particular relating to their care, medical treatment, nourishment and such other details as pertain to the sick room.

3. To do such other duties as the specifications contained in the rules for head nurses make obligatory on them.

ATTENDANTS AND THEIR DUTIES.

Employees designated as attendants, include all such persons, except the Supervisors, as have the care of patients.

Their duties are :

1. To realize that the welfare of the patients is in their hands, and that the future life of many depends on faithfulness to their duties. They must be suited for their grave responsibilities, by nature as well as by acquirement, and shall be thoroughly instructed therein.

Attendants are subject to the immediate direction and oversight of the Supervisors, and shall be strictly governed by such rules—expressed and implied, as apply to them, demonstrating by every feature of their words and acts that the welfare of the patients is their first and highest object.

2. The patients of an asylum no less than mankind everywhere, know and appreciate kind treatment, and in this way,

attendants are required to gain and maintain the respect and good will of inmates.

3. Kind, friendly measures are more promotive of successful management in governing patients, than harshness and force; attendants are required to practice, and strictly adhere to the law of kindness and humane sympathy in their dealings with, and control of those in their care. The head can be reached only through the heart. Harshness and violence render a good understanding impossible, and will never encourage the patients in gaining self control, which it is the attendant's duty to do.

GOOD FAITH.

4. Good faith on part of attendants must be maintained with patients in all their relations. An attendant's promise to patients must never be forfeited. Show them that they can rely on you, and they will respect and obey you with less hesitancy.

5. Attendants must not notice a patient's harmless peculiarities. Nor act as if they are strange in any respect.

6. The degree of restraint necessary in managing and controlling the insane, is entitled to less credit and emphasis, than a manifestation of the greatest respect for their feelings by attendants.

7. Attendants must deport themselves, nearly as possible, toward patients, as if they were sane people, and shall try to secure for them every possible pleasant occupation, comfort and enjoyment, without risk of injury or mischief.

MAXIMS.

1. No matter what patients may do or say, they must never be threatened with force or anything that would be unpleasant to a sane person.

2. Never reply to abusive talk from a patient.

3. Never disturb or interfere unnecessarily with a patient, nor dispute their word.

4. Never let patients hear you refer to insane acts in themselves or others.

5. Keep every promise made to a patient.

6. Grant a patient's request, if it is reasonable.

7. Let no word or act of yours indicate disrespect for patients, and do not allow them to make disrespectful demonstrations toward each other.

8. Never get angry, for then you would be incompetent, and worse than the insane.

9. No act must be induced by anger. This would be an unpardonable crime.

10. Never speak unkindly to a patient, but always in a friendly manner.

11. When you make a request of a patient, explain why, if possible.

12. Never make a command if a request will answer.

13. Always explain to a patient why a thing is exacted, or why prohibited, and you will generally secure their consent without losing their respect.

14. The conduct of patients is generally determined by the way they are treated.

15. Never let a patient want for bodily comfort from lack of suitable clothing, cleanliness, proper and sufficient food and water, comfortable rooms and bedding, nor a lack of comfortable sitting apartments, and medical treatment, and tender nursing.

16. Always keep your mind and heart enlisted in the welfare of the patients.

17. Don't confine your efforts to specified duties. Greater responsibilities are implied than are specified, and your active, discriminating and interested judgment, must be exercised constantly.

OTHER RULES.

1. Harsh or uncouth language by employees is prohibited.

2. Unkind language, in speaking to patients is prohibited.

3. Jerking, shaking or the rough handling of patients in any way are prohibited.

4. Exhibiting a feeling of amusement at what a patient says or does is prohibited.

5. Teasing patients is prohibited.

6. Disputing with patients is prohibited.

7. Correcting a patient's statement, other than by saying he is mistaken is prohibited.

8. Any outsider who may speak or act toward patients in a manner contrary to the rules of this Asylum must be corrected promptly.

9. The loud calling to patients or others is prohibited, except as the only means of securing needed assistance, or in case of fire.

10. Laughing at a patient is prohibited.

11. Any kind of dealings, such as buying and selling between employees and patients is prohibited.

12. Receiving gifts from patients is prohibited. When

tendered, they must be declined in an appreciative and polite manner.

13. Allowing patients to deal in any way with outsiders is prohibited, except by consent of the Superintendent.

14. Allowing patients to roam alone outside the grounds of the Asylum is prohibited.

15. Allowing patients to have a knife, razor or any tool, implement or thing, with which any sort of damage might be done, is prohibited.

16. Allowing patients to have in possession any rope, cord or string, or anything that might aid in a violent act, or in escaping, is prohibited.

17. Allowing patients to have possession, even for a moment, any pass, or other key belonging to the Asylum, is prohibited.

18. Allowing patients to wear untidy clothing is prohibited.

19. Allowing patients to leave their respective wards in the morning, before bathing and combing their hair is prohibited.

20. Excusing patients from cleaning up their respective rooms and making their beds is prohibited, with exceptions.

21. Allowing patients to go to their meals with soiled hands and faces, and with bloused hair, is prohibited.

22. Allowing patients to throw their hats on the floor at meal time is prohibited.

23. Neglecting any 'necessary bath of patients' faces and hands, after meals, in order to make them tidy, is prohibited.

24. Allowing any kind of soil to remain on patient's clothes and hats, is prohibited.

25. The congregating of attendants on the yards, or in the buildings is prohibited.

26. Engaging in conversation, games and plays on the yards, in the buildings, or elsewhere by attendants, while on duty is prohibited. Except in assisting patients.

27. Attendants leaving their regular post of duty, except when sent, is prohibited.

28. Stupidity of mind and unwatchfulness of the whereabouts, conduct and requirements of patients, is prohibited.

29. Having all patients ready for meals at the proper time is required.

30. Attendants must accompany the patients from their respective wards and grounds, to and from the dining halls at meal hours.

31. Close attention to the wants of patients during meals is required.

32. Watchfulness and proper care in securing good behavior in dining rooms during meal hours is required.

33. Attendants must keep diligent watch over patients on both the grounds and wards of their department.

34. At the signal for retiring at night, attendants must see their patients to their rooms, undressed and in bed, with their clothing left on the outside clothing hooks.

35. Attendants must see that patients have in their rooms at night, nothing that would aid in a violent act, or in their escape.

36. Attendants must, after patients have retired at night, bid each a pleasant good night, and when possible, obtain their response.

37. Attendants must keep their respective ward-halls, rooms and other parts of the buildings, bed ling, and all furnishings and appliances absolutely cleanly and tidy, and must encourage patients in habits of neatness and pride.

38. Scrubbing must be done, and bedding and furnishings changed as often as may be necessary for carrying out rule 37, under this heading.

39. Patients' clothing must be changed often as necessary to insure perfect cleanliness.

40. Attendants must see that the dining halls, tables, vases, towels and other furnishings, are kept cleanly, and secure from damage.

41. Attendants shall do all other duties that are incumbent on them, whether specified or implied.

DUTIES OF NIGHT WATCH.

The duties of the night watch shall begin at sunset and terminate at sunrise, except in cases of emergency, and shall be—

1. To see that the inside grounds of the institution are properly lighted.

2. To see that no employee is away from his or her place of duty, and to make a note of any who are.

3. To keep the most vigilant guard over the grounds, buildings and other property of the Asylum.

4. To see that all employees are faithful, punctual, and orderly, as contemplated by the rules and regulations, and to correct, make a note of, and report any who are not, with specifications.

NIGHT WATCH'S ROUNDS.

At 8 o'clock p. m. the night watch shall begin a systematic round through the several buildings and wards, and it is his duty—

1. To see that everything is safe with reference to fire, lights, escape of patients, and accidents.

2. To see that all patients have retired, and that they are apparently comfortable, calling their attendant's attention to any that are not.

3. To see that all windows are closed, or open, according to the rules, calling the attendant's attention to any that are not, and reporting in writing to the Supervisor if attendants neglect this duty more than once.

4. To see that all room doors are properly fastened, making note of, and reporting to the Supervisor, any that are not.

5. To see that patients' clothing is properly hanging in good order on the outside hooks, reporting any that are not.

6. To obtain from each sick nurse a copy of the physician's directions in the care and treatment of sick patients in their charge, to submit the same to the head nurse for correction, and to notify the nurse of any mistake therein. The night watch shall hand this corrected copy of the directions to the Supervisor, for delivery to the physician, the next morning.

7. To take the temperature of the several ward buildings, and make a note of unusual occurrences.

8. To make a note of all persons, except the Superintendent and physician, that may be seen in the yards of the Asylum; also of any except officers that may be seen in any building where they do not belong.

SECOND ROUND.

The night watch shall begin his second round at 10 o'clock p. m., and shall see—

1. That all doors are properly fastened, immediately investigating as to any that are not.

2. That all night nurses are doing their duties faithfully, and that all others are in bed.

3. To put out all lights except those needed by night nurses, and to watch carefully about the quiet of each ward, the comfort of patients, improper ventilation, the cleanliness of apartments occupied by demented, the danger from violent patients, fire, etc.

The night watch shall make other regular rounds at 12

o'clock midnight, 2 and 4 o'clock a. m., and on each shall see that everything about the wards of the Asylum is according to the rules and regulations, and at the hour verbally specified for the different seasons of the year he shall make his last morning round for the purpose of seeing that everything is in proper order and safe, and that all attendants are up and about their duties.

GENERAL.

The night watch shall have charge, while on duty, of all the gates of the Asylum; shall allow authorized persons only to pass in and out, and shall keep a complete record of the name, time of going out and returning, and the pass limit of each. He shall admit no outsider without permission from the Superintendent or physician, and shall allow no male employee to visit in the female department, except by the written consent of the Supervisor, countersigned by the Superintendent.

The night watch shall make record of all persons who enter in, or go out, at the wall gates, with the time of going and coming, and the authority therefor, allowing no passing through the east gate except as directed. He shall also make a similar record of all persons seen on the grounds of the Asylum, and of all except attendants and officers who may be seen in any of the buildings during the night.

The night watch shall also report to the Superintendent any person who may apply for admission or exit without authority, and any who are seen inside the walls, unless he knows they have permission.

The night watch must allow no unusual occurrence unobserved, and must give all such immediate attention. And shall do all in his power to prevent trespass and damage to the outside properties and interests of the Asylum.

In case of fire the night watch shall ring the fire bell, and immediately see that all attendants are notified—first those in the burning building, then all others. He shall also assist in every possible way in releasing and getting all patients out of danger, and in extinguishing the fire. The night watch shall ring the gong signal for the patients and employees to retire at night and get out of bed in the morning.

The night watch must not allow persons to congregate at his station, as this might cause something to occur unnoticed.

The night watch will be instructed verbally in many duties, and must understand and do what is implied no less than what is written.

The care of the entire Institution, with the safety of helpless hundreds is in the hands of the night watch, and he must feel constantly impressed with the gravity of his responsibilities.

TURNKEY.

The turnkey shall have charge of the outside gates of the Asylum from sunrise to sunset, and his duties shall be—

1. To attend all gate signals and to allow employees whose duties require it, to pass in and out through the gates.
2. To allow patients in charge of employees to pass through the gates.
3. To allow other patients to pass through the gates when officially authorized to do so.
4. To prevent outsiders passing through the gates except as he may be differently instructed.
5. To allow no patient to pass through the gates unless he has positive authority under the rules to do so.
6. The turnkey shall be subject to any and all other duties that emergencies and the Superintendent may require.

SEWING DEPARTMENT.

The sewing department shall be in charge of one person, who is designated as "Manager." Her duties are:

1. To see that this department is amply supplied with seamstresses from among the patients.
2. To see that all garments, etc., are properly cut, fitted and made.
3. To see that wastefulness is not practiced in cutting goods for this department.
4. To see that machines used in this department are kept running.
5. To see that seamstresses enter upon their duties at the hour designated, and that they work daily the number of hours specified.
6. To see that patients employed in this department are treated in the kindest manner, and that they do not perform a greater amount of work than is promotive of good results in their care and treatment.
7. The seamstress shall make requisition for, and keep an accurate account of all materials that are necessary for the

work of the department, and shall file in the Superintendent's office on the last day of each month, a statement showing the kinds and amount of materials used during the month.

8. All seamstresses shall be subject to such other duties as may be required of them.

COOKING DEPARTMENT.

The employees of this department have duties less diversified but fully as important as any in the Asylum. Economy and good cooking saves such institutions large sums, and contributes in no small degree to the health of patients.

This department includes the bakery and kitchens of the Asylum.

The baker shall have the duty of keeping the several dining halls supplied with fresh bread, and doing such other cooking as the Superintendent may require at the bakery. The baker shall make requisition on the commissary department for such materials as are necessary for his purposes, and shall use the same in an appropriate and judicious manner.

The kitchen shall be in immediate charge of the chief cook, who shall direct and control the assistants in her department, and shall be responsible for all appliances, utensils and supplies furnished for her uses.

The chief cook shall see that all cooking is properly done, that all her assistants do their full duty, and shall call on the general manager of dining rooms and supplies, for any supplies and appliances that may be at any time lacking. The chief cook shall see that all kitchen apartments, utensils and appliances are kept in a perfectly cleanly condition. Shall take the utmost care for the prevention of waste, and shall see that all meals are ready for distribution to the several dining halls, at the hour specified.

The chief cook shall receive and obey any authorized rules and instructions that may be given relating to her department.

SPECIAL DIET COOK.

This cook shall have the duty of keeping on hand everything necessary for supplying the delicate and sick patients' diet. She shall for each meal, and at special hours, prepare such special diet as may be specified by those authorized to direct the same.

GENERAL MANAGER OF DINING ROOMS AND SUPPLIES.

This manager shall have general supervision of supplies for the kitchens and dining halls, together with control of the dining rooms in the kitchen building.

His duties are :

1. To keep informed as to the requirements of the cooking department.
2. To obtain from the commissary, and deliver at the kitchen such supplies as to variety and quantity, as may be necessary for amply supplying the general and special dining halls.
3. To keep the kitchens supplied with a suitable variety and quantity of vegetables.
4. To prevent waste of anything that can be itemized, and to make such use of all vegetables, refuse, etc., as may be specified.

MECHANICAL DEPARTMENT.

This department embraces all lines of work that require workmen skilled in the use of wood and iron working tools, pipe fitting, etc., etc.

Employees in the mechanical department shall do all the work of that department, as directed by the Superintendent, and shall apply their time in an energetic, faithful manner. They shall, each day, devote to their work the number of hours that the Superintendent may specify, and shall employ in their department all the patients they can use, but must see that no patient does a greater amount of work than would be conducive to their health. Also, that patients so employed, do not go in dangerous places, such as scaffold and other similar work, using hoisting pulleys, roofing houses, etc.

All mechanics shall see that the materials, tools, etc., furnished their department, are carefully used, and shall be responsible for loss and avoidable damage thereto.

FARMING DEPARTMENT.

The Asylum farm is an important adjunct, and requires much good judgment and energetic attention in order that the institution may derive from it the fullest possible benefits.

This department shall be under the supervision of a farm superintendent, who shall have authority to direct and control all labor therein, and shall have the duty of executing such plans and instructions as the Superintendent may give relative to the department.

The farm superintendent shall have charge of, and be responsible for all the stock, feedstuffs, vehicles, tools and other such properties as are provided for the use of his department, including all wagons, wagon teams, teamsters and

team work, and shall see that the same receive proper attention in all respects, and that all laborers under his supervision are prompt and faithful to their duties.

The farm superintendent shall consult with the Supervisor and select and employ in his department as large a number of male patients as possible, but must see that none do more, nor such other labor, than will be beneficial to them.

LAUNDRY.

The laundry shall be under the oversight of the Supervisor of the female department. The labor of the department shall be done by colored female attendants, assisted by as many colored female patients as can be employed therein.

The attendants shall have the immediate control of such patients as assist in the laundry, and must direct and manage them, while so employed, in the manner specified in the general rules governing attendants in the care of patients.

The laundry attendants shall see that the patients who assist them wear in the laundry water-proof shoes, and aprons, and that their clothing is changed each day immediately after suspension of work. And shall also be careful that patients in improper condition are not employed, and that none do more work than their condition will admit of without detriment to their health.

The laundry attendants shall be responsible for all clothing, bedding, linens, and other articles sent to the laundry, and out of their salaries shall pay for avoidable destruction and losses thereof.

TURBULENT PATIENTS.

Patients must not be unnecessarily interfered with in their movements. When their conduct is turbulent or dangerous, they must be quieted by gentle means, if possible. If this is impossible, sufficient help shall be summoned, and the patient pleasantly requested to go to the (proper) room. If obstinate on refusal to do this, the attendants shall then, by the mildest force possible, conduct the patient to the room, and lock and bolt the door, immediately reporting their action to the Supervisor for instruction.

Helpless patients, including such as are demented, or stupid, paralytic, or otherwise bodily sick, and, perhaps, bed-ridden, require and must receive special attention as to food clothing, and general care, neglect of which will disqualify attendants.

DISCIPLINE.

Orders given by the proper authority must be obeyed. If there is any difficulty about an order, report it respectfully and seek instructions, but a refusal to obey cannot be allowed.

Attendants must learn the difference between kindness to patients and unwise indulgence of their whims. Such indiscriminate indulgence is not kindness; rather it is an injury to all concerned. Patients must, for their own good, learn to respect authority. Those attendants who can combine authority with kindness, and secure not only the obedience of patients, but also their respect and liking will be regarded as most valuable to the institution. It is possible to have not only good order and quiet, but also cheerfulness and sociability. Every ward will show for itself how it is managed. The prevalence of disorder and confusion, or the fact that there are frequent troubles and conflicts, will be reasonable evidence that attendants are either not fitted for their duty, or are not careful to do the same. Bad conduct of patients is often due to bad treatment.

NEW PATIENTS

On arrival must be met by the Supervisor and introduced to the attendants in the ward to which he or she is assigned. They must be examined for vermin, and thoroughly cleansed by bath, and the necessary change of clothing.

Clothing brought with new patients must be promptly marked, and entered on the Supervisor's record to his credit.

Attendants must give new patients special attention, introduce them to other patients and explain any details that might interest them.

Officers and attendants must study the inclinations and idiosyncracies of all new patients, and report any important facts that may be learned.

The Supervisor must take charge and make record of, and report to the Superintendent all articles brought with, or sent to patients. And must deliver to and examine (under the rules) all packages intended for patients.

FORBIDDEN.

Except when absolutely necessary for self-defense, the following shall subject employees to immediate discharge:

1. Entering into combat with a patient.

2. Tripping a patient.
3. Placing the weight of the body or knee on the chest, abdomen, neck or head of a patient.
4. Striking patients.
5. Choking or putting anything over the mouth of patients that would interfere with breathing.
6. Twisting the arms or wrist or in any other way paining or injuring a patient.
7. Abusive language to, or in presence of a patient.
8. Any manner of punishment for offenses committed by patient.
9. Harsh orders, or dictation to patients. The exercise of proper control does not require this.

No employee shall use intoxicating liquors, except as prescribed by the physician, and no intoxicants shall be brought within the walls of the asylum, except for drug store uses.

Smoking in the building is prohibited.

Gambling in any form, by employees, in or outside of the institution is prohibited, and will disqualify persons for employment.

Gossiping in or outside of the Asylum, about patients, or about what occurs in the institution is prohibited, and will subject employees to immediate removal.

RESTRAINT.

All mechanical restraint in the management of patients is to be avoided if possible, and close confinement is prohibited except when absolutely necessary for the prevention of danger.

COMPLAINTS OF PATIENTS.

Attendants must expect the officers to listen to the complaints of patients with reference to conduct, treatment and care. Such complaints will be grounds for investigation, and when sufficiently corroborated, will be taken in evidence against whom they are made.

EMPLOYMENT AND AMUSEMENTS.

Every capable patient should have something to do. At least 95 per cent. of the average population is capable of available employment, and the recreation and diversion afforded is important to their health.

The greatest number of patients possible must be induced to attend concerts, dances and other amusements at the assembly hall, and care must be taken to make such occasions afford patients all the enjoyment they are capable of.

Patients' when possible, should also take daily walks, accompanied by two attendants.

ATTRACTIONS.

All employees, and especially officers and attendants, are expected to contrive plans, and use every available means for making the buildings, grounds and parks of the Asylum present an attractive and pleasing appearance. The patients confined in the institution with clouded minds, and some with broken hearts, need such considerations. All the while something that is bright and beautiful ought to be kept before them.

BATHING.

The delicate feelings of any patient, with regard to bathing, are to be respected, and any who request the privilege, and will bathe themselves thoroughly, are to have the opportunity of doing so; provided they have no suicidal tendencies, and the Superintendent or physician gives express permission.

Use thermometer, when directed to tell temperature of water.

No force is to be used in bathing, unless by direction of the Superintendent or physician, and then it must be sufficient to handle the patient gently and without risk of harm to any one. If in doubt as to giving a bath in any case consult the physician first.

Feeble and sick patients are to be bathed with the utmost care, and only by the advice of the physician or Superintendent. They must be kept from getting either chilled or unduly heated, and quickly dried and dressed. A sponge bath in bed will often be the best for the sick and feeble.

SHAVING.

Shaving is to be frequently done for each patient requiring it. No patient is to shave himself.

PATIENTS' MEALS, FOOD AND DINING-ROOMS.

There are three abuses to be avoided in dining-rooms:

First, danger; second, wastefulness; third, partiality. Danger is due to carelessness about knives and forks, or letting

dangerous patients come into dining-rooms who ought to eat by themselves. Waste is due to carelessness in throwing away food. Partiality comes from attendants showing favors to patients who help them in their work. All these abuses must be carefully avoided by attendants.

Special diet shall always be ordered by the physician, and is always to be given to the person for whom it is intended. If such patient no longer needs it, or will not take it, call attention of the doctor to the fact, and have it discontinued. Extra diet of one patient shall not be given to another, nor shall attendants show especial favors in the matter of food to those who work for them in the dining-room, or who may be most pleasant in disposition. This will be considered a serious offense.

At meal times the attendants shall wait upon, and see to the comfort and wants of patients. Food must be neatly served, and as many dishes used as the different sorts of food require.

A separate dish shall be used always for extras, and these shall not be put on the plate with meat and vegetables. Food must not all be dished out to get cold before patients sit down, but a part given them after they are seated. Patients are to come and go to the dining-rooms, together, and the knives and forks are to be gathered up and counted before they leave.

Attendants must see that all patients come to the table neatly dressed, washed and brushed. Serve carefully all patients eating in halls or rooms. Cut food up fine for any who are helpless or paralyzed, or liable to become choked with food. Report to the Superintendent any who make trouble in dining room, and receive instructions. Never allow one patient to take food from another. Be careful that all have enough, and also that none overeat.

Patients must not be hurried, but have all reasonable time to finish their meals. All who wish, shall have one-half hour at the table. No ward must be left without an attendant while there are patients eating thereon.

Food must not be allowed taken from the dining-rooms by patients, except where special instructions to that effect are given by the Superintendent.

In the dining-rooms, the attendants shall give careful attention to their own patients, to see that they are suitably dressed to come to their meals, that they get their proper seats, and that they are properly provided with food. They shall also

count their patients in going and coming, and see that none are missing from dining hall.

Dining-room attendants must always be with their patients when working in the dining-rooms, and if obliged to leave the dining-room, must take the patient out and lock the room.

Dining-room floors, tables and wares must be kept absolutely clean.

CARE OF PATIENTS' CLOTHING.

Patients must always be neatly clad. No clothing of any kind shall remain on any ward unmarked.

All reasonable requests of patients with regard to clothing shall be complied with. Patients' clothing needing repair shall, as far as possible, be attended to upon the wards; suspenders, shoestrings, garters, and all such articles, promptly supplied, and every other little attention given which will render patients comfortable and their appearance neat.

Unless exception is made by the Superintendent, all patients' clothing, except such as is actually in use, is to be kept in the clothing rooms. Needs of bedding and clothing are to be reported promptly to the Supervisor.

Each patient shall have two changes of clothing weekly, and if at times unable to use the same, it shall be kept for his or her use on future occasions.

Attendants should inspect the clothes room frequently, and allow no clothing to remain on the ward which does not belong there.

If such is found, it must be immediately returned to the Supervisor, laundry, or assorting room. If there is any unmarked or dimly marked clothing, it must be taken to the Supervisor and marked.

It will be considered culpable negligence on the part of the attendant in charge when one patient wears the clothing of another.

In case of transfer of one patient from one ward to another, attendants must gather together all the transferred patient's clothing, and see that every article belonging to that patient goes with him or her, or if there are articles unsuitable for the patient to take to the other ward, they must be handed in at the Supervisor's office or Superintendent's office.

When a newly admitted patient wears clothing on the ward unmarked, the same must be promptly returned to the Su-

pervisor's office to be marked before the patient uses it again.

Unless exception is specially made, no patient shall take clothing into his or her sleeping room at night.

PATIENTS' LETTERS AND CORRESPONDENCE.

The correspondence of all patients must go through the Superintendent's office, unless an exception is made by the Superintendent.

Patients' letters must be forwarded promptly. The Superintendent will see that the patients' letters go with the same dispatch as other business of the office.

All correspondence about patients shall be in the name and by the authority of the Superintendent. Attendants are forbidden to correspond about any patient.

Letters to patients must go to them promptly.

ESCAPES.

Attendants are liable to the fine incurred by escape of patients, if due in any way to their negligence, and if there is any gross carelessness, will be liable to dismissal. Attendants must remember that it is necessary for them to exercise constant vigilance, and to be able to say at any time where any patient under their care is, and how engaged. When out with patients attendants must avoid places where escapes will be especially liable to occur. Attendants must always report promptly the failure of any paroled patient to appear at proper hour. Any escape that occurs must be instantly reported to the Superintendent and Supervisor, and if the attendant suspects any patient of an intention to escape he must report the fact to the Superintendent and Supervisor. When patients do escape, an instant, faithful search shall be made.

Attendants must frequently examine window-guards, doors, rooms and clothing of patients, to see that nothing to aid their escape is in their possession or being done. A special lookout must be kept for patients known to be liable to run away. When patients are returned after eloping, no offensive allusion must be made to their attempt.

Every patient is at all times under the care of some one attendant (unless there are two or more who are equally responsible) except in cases where special privileges are granted to patients by the Superintendent.

DANGERS.

No knives, scissors, razors, cords, matches, medicine, bottles, or anything liable to be used for mischief or injury, must be allowed on the wards, except in care of attendants.

All bottles, or cups of medicine, or tools of any kind on a ward that are dangerous, must be taken care of by the attendants. Beds and guards are to be frequently examined, and if anything amiss is found, immediately attended to. In the dining-room, all knives, forks, etc., must be given up by the patients, and counted immediately after every meal, before patients leave the dining-room. Anything of the kind missed must be immediately reported to the Supervisor, and a thorough search made to recover it.

Carefully watch all patients having suicidal or homicidal tendencies, and be careful not to leave, or allow to be left about the wards, any articles of a dangerous character. All such patients must be under close observation, frequently visited, and given no opportunity to carry out their designs. Their rooms, clothing, and beds and the guards of the windows of the wards, rooms, etc., must be frequently inspected to make sure that no secret preparations are being made. Such patients must also be especially watched when taken out for exercise or walk.

In any case where a disposition toward homicide or suicide is observed in any patient by attendants, they must forthwith report the same to the Supervisor and night watch. If such an attempt should unfortunately be carried out, attendants must act with great coolness and promptness, taking immediate measures for relief, sending word to the Superintendent and physician, and keeping anything of the kind from the knowledge of other patients.

NEW ATTENDANTS.

Supervisors shall give particular attention to the instruction of all new attendants in their duties, until they become thoroughly accustomed to the same, and frequently inspect their work and give them necessary directions in this, and also especially give attention to their bearing toward, and treatment of the patients as well as neatness and punctuality in the performance of their duty.

DUTY IN CASE OF DEATH.

In case of death of any patient in their respective departments the Supervisors shall see that the remains are pre-

pared for burial with the greatest pains, and in the most becoming manner possible; and the clothing of the deceased is promptly returned to their friends.

SPECIAL INSTRUCTIONS TO ATTENDANTS.

1. Attendants are forbidden to receive visits on the wards, or in the public parlors without special permission of the Superintendent.

2. If attendants have any special duty, and get leave of absence, they must see that this duty is provided for before leaving.

3. Attendants must never collect together when with patients on the grounds, or walking, or at entertainments, thus leaving the patients unattended to.

4. Attendants must not spend time in going from ward to ward, or about the Hospital, unless called by necessary business. Never leave ward on any but proper and necessary errands, and if detailed for any duty that will interfere with regular duties, attendants must respectfully report the fact to Supervisors. Never give keys to patients, as in the end it makes more trouble for attendant and patient.

5. Never try to keep patients indoors, or interfere with outside work by keeping back the patients who are employed at laundry, shops, farm, garden, and otherwise.

6. Never spend time in your own room during hours of duty except when necessary, or in clothes or bath-rooms, or anywhere except on ward or yard.

7. Warmth of ward. Attendants must see that this matter is regulated and report to Superintendent as often as may be needful any failure to warm the ward. They must also see that they are not themselves negligent in leaving windows up in cold weather more than is needful for proper ventilation.

8. No good material or anything that can be used for any better purpose shall be used for mops or swabs. If material is needed for same, report to Supervisor so that it can be provided in the proper manner.

9. Attendants must remember that their time in hours of duty belongs to the institution and its patients, and is to be used for their benefit. They must therefore refrain from spending time in their own rooms in working for themselves. One attendant must continually be on duty on every ward when occupied by patients, unless a special exception is made by the Superintendent, and when attendants leave the ward

they must inform another attendant of the fact, and know that their place is supplied.

10. Attendants must not grant any special or unusual privilege to any patient except as personally authorized by the Superintendent or Supervisor.

11. When officers enter any ward, an attendant shall go to them promptly, and accompany them through the ward, unless prevented by some duty that they cannot leave. They shall open and close doors of side rooms and outer door of ward for the Superintendent and Physician.

12. Attendants will not allow any patient to go on any ward where they do not belong, except permission is given by the Superintendent in charge. They must not hold or allow patients to hold any conversation through the windows of the buildings, and must send away any persons found lurking round or trespassing about the building, or report such occurrence to an officer.

13. Attendants must always keep an extremely sharp lookout for vermin of every kind, and where any are found report the fact, and take pains to exterminate them immediately.

14. Attendants shall mention to the Supervisor all persons sick or not taking their usual meals.

IN CASE OF FIRE.

1. Upon the first alarm of fire during the night, the attendants shall at once unlock and unbolt the doors leading into the yards. All shall proceed, with the least possible delay, but with as little excitement as possible, to unlock the doors in their respective wards, and assist the patients in dressing. The wards nearest the fire shall then be emptied of their patients as quickly as possible; the patients in the more remote wards will be held in readiness to move into the yards when so ordered.

2. On the first discovery of a fire by the night watch, an effort should be made, if the fire is not too large, to extinguish it with the appliances at hand; but, failing in this, they should at once arouse the nearest nurses, with instructions to them to assist in awaking the others. They should then communicate as quickly as possible with the Superintendent and Supervisors, then ring the alarm bells continuously until all are aroused.

3. The ringing of the large bell at any time during the night, except at regular hours will be the signal of fire, and the attendants and employees generally will so govern themselves, and proceed at once to carry out instructions.

LEAVE OF ABSENCE.

1. All leaves of absence must be regulated by the Supervisors under general directions of the Superintendent.

2. Unless otherwise ordered, attendants will ordinarily be granted leave of absence on alternate Sundays after the Physician's morning inspection, and until 10 o'clock twice weekly, at night after the patients are in their beds.

3. Time lost by reason of sickness, or special permits to be absent at irregular times, will not be paid for by the Asylum.

4. In regard to all permits and leaves of absence, certain things must be understood. They are all subject to the convenience of the institution, and may be withdrawn at any time. Attendants must not ask to have the time extended. They must not leave in the morning on any day till the work is done, nor at evening earlier than their card specifies.

WARD WORK.

1. No attendant is suited for his or her place, who does not know how to make neatness and order prevail in the management of the ward. The old maxims, "order is Heaven's first law, and cleanliness is next to Godliness," should be carried out in the practice of each attendant.

2. When it is found necessary to frequently remind attendants of their duty in this respect, they may be sure that they are not giving satisfaction, and that there is danger of their dismissal.

3. Attendants will rise promptly when the first signal is given in the morning; unlock the sleeping room doors; call the patients, and as they rise see that beds and rooms are opened for airing.

4. All soiled bedding is to be at once removed and taken care of, as well as chamber utensils, etc. All patients who need assistance in washing and dressing, shall receive the same from the attendants, and shall be tidy in person and clothing when they go to breakfast, or to any meal.

5. Each ward shall be in complete order by 9 o'clock a. m., and shall be kept so continually by scrubbing, sweeping, washing, etc., as often as may be necessary for the preservation of perfect cleanliness. Any disorder, dirt, or litter that is made on any ward is to be promptly removed.

6. Attendants shall calculate beforehand, so as to have on hand all needed supplies of clothing, bedding, etc. No ward having patients in it is to be left without an attendant.

7. Patients are to be in bed in the evening before any attendant leaves the ward, unless especially permitted.

8. Work is to be done up before either attendant leaves hall for any purpose on week days or Sundays, except during breakfast.

9. Attendants must never depend on patients to do their work, nor attempt to excuse negligence by saying work was left to a patient to do, as it is only the attendants who are held responsible.

10. Mops and brooms must have thorough cleaning and airing constantly and never be allowed to get foul or sour.

11. Blankets and bedding must have the greatest care taken of them, and attendants will be held accountable for any loss or destruction that occurs through neglect or carelessness.

PATIENTS' CONDUCT TOWARD EACH OTHER.

One patient is never to exercise authority over another, or order another about.

In any case where patients quarrel and injure each other, attendants who are present will be held responsible, as it is their especial business to prevent this, and to separate and pacify those who are inclined to have difficulties.

ATTENDANTS' UNIFORMS.

After the 30 days probation, on which all attendants are engaged, they will put on and wear continuously, when on duty, the complete uniform required by the rules of the institution.

When not on duty or in charge of patients, attendants may dress as they choose; but otherwise, they must always be in uniform.

GENERAL REGULATIONS AND REMARKS FOR ALL EMPLOYEES— DUTY TO THE INSTITUTION.

1. All should be interested in the prosperity and success of the institution, and cherish its welfare as if it were their own. Sooner or later, faithful service will be recognized and rewarded, but patience and perseverance are needed by all who would excel.

2. All must remember that it is their duty to make known promptly to the Superintendent all instances of wrong doing, abuse or neglect which come to their knowledge. By failing

to do this, they themselves become parties to the wrong, and render themselves liable to dismissal.

3. If any officer of the Asylum fails to render redress or correct, so far as is in his power, a wrong made known to him, let the same be laid before the next higher authority.

4. The institution contracts for the entire time of all in its employ, and no outside business or affairs must be allowed to take the time and attention which are due to the Asylum.

5. No person engaged in the service of the institution must be directly or indirectly interested in any purchases or contracts for its supplies of any kind, neither will any be allowed to receive presents or gratuities directly or indirectly in connection with their position in the Asylum.

6. Business transactions with the patients are forbidden; either buying or selling to them, as well as receiving any gift from them.

DUTIES TOWARD ASSOCIATES.

1. For the best success of the institution all must work harmoniously together; and all must endeavor to maintain a spirit of good will in the performance of duty.

2. Differences of opinion will from time to time arise, but a spirit of fairness and candor on both sides will prevent any serious difficulty among the well disposed.

3. Let it be a matter of principle with all, to place the best instead of the worst construction on the acts of others, and never speak ill of another except when duty renders it necessary, and they know beyond the possibility of a doubt that their statements are true. The temptation to give utterance to evil surmises and suspicion must be firmly resisted.

4. Double dealing in words or acts will destroy the usefulness of any person, no matter how well qualified in other respects to give satisfaction.

ESCAPE.

1. Every person employed at the Asylum whether in or outside of the wards, is in duty bound to use every possible means to prevent the escape of patients.

2. Rules regarding the escape of patients. In each instance, a fine of \$2.00 to \$5.00, at the discretion of the Superintendent will be imposed on all who, through any fault or carelessness, allow any patient for whom they are responsible, to escape; and this will be required in all cases, whether expense

is incurred in the return of patients or not. The fines will be used to create a fund for meeting the cost of recovery of escaped patients. It must be understood that some one person is generally responsible for every patient not paroled, whether in the ward or out, and the responsible person may also be discharged.

GOSSIP FORBIDDEN.

1. The names and particulars of the conduct of any of those suffering from insanity, must not be made the subjects for gossip outside the institution, nor where a patient can hear it.

2. Expressing opinion forbidden. Out of regard for the feelings of the patients, and as it is not possible always for any one not thoroughly informed to judge as to insanity, all are hereby instructed to refrain from expressing an opinion to any patient in regard to his or her sanity.

VISITORS.

1. All visitors to the hospital are to be treated with the greatest respect. In any department where they are shown through, those in charge shall take care that reasonable attention is given them for seeing and understanding the workings of the institution.

2. Those in the employ of the hospital are not expected as a rule, to receive any calls or visits in hours of duty, and never without permission of an officer. They are always to receive any who call upon them in the rooms to be designated for that purpose, and are not to go with such visitors about the establishment, unless by permission from the Superintendent.

3. Visitors will be shown about only by the persons, and at the times appointed by the Superintendent, and will not be allowed to visit the wards or frequent the shops or other places of employment alone. No visitors shall stop in the asylum or receive meals or lodgings without express permission of the Superintendent or his representative.

4. The entertainments given and services held at the Asylum are for the benefit of those directly connected with the institution only, and others will not be allowed to be present except by invitation of the Superintendent.

5. In passing through the wards, visitors will go directly and continuously along; will be careful to manifest no curios-

ity in regard to the inmates, and will not pause to exchange conversation with them.

6. The names of patients and information about any individual are to be obtained only from the Superintendent or Physician. Only the near friends of patients will be allowed to visit them except by special permission.

7. Usher.—Some one of the employees shall be designated by the Superintendent as usher to show visitors about the buildings on visiting days. Such persons shall carefully observe all the regulations concerning visitors, take pains to explain to them as fully as possible the arrangements and workings of the institution, but shall refrain from giving names or other personal information regarding patients, and shall refer all parties seeking such information to the Superintendent or Physician. Neither shall the usher nor others who show visitors about allow any visiting or conversation upon the wards without the consent of the Superintendent. Visiting will not be permitted on Sundays.

8. Friends and relatives of patients, or of those employed in the Hospital, cannot be entertained at the Asylum.

9. Those who come to visit patients and are allowed by the Superintendent to see their friends, must not be kept waiting, arrangements must be promptly made for an interview.

MISCELLANEOUS.

Proceeds of work of patients.—Those who work with patients in any department are responsible for the care of the tools, implements and material used by them; and all tools, implements and apparatus belonging to the Hospital are forbidden to be used for private work.

All are forbidden to encourage or allow patients to work for any individual without a special permit from the Superintendent.

Time.—The entire time of those engaged belongs to the institution. All must remain at their posts or at the occupation assigned them during hours of duty. None of those employed are to spend time in idling or gossiping with any person whatever, or loitering about any part of the institution.

Leave of absence.—None must be absent from duty without obtaining leave from the proper authority, and time lost either by sickness or special leave of absence will not be paid for by the Asylum.

Extra Duty.—All are expected to be ready to perform temporarily any extra duty that may be assigned them.

Instruction and Reproof.—All must expect to have their work closely observed, and receive pleasantly and carefully all instruction or correction.

Tobacco.—Smoking of tobacco will not be permitted in any of the buildings at any time.

Decorum.—It is desired that all shall have social enjoyments, but good order and self respect is required. Any reasonable amount of "fun" will not be objected to; but boyish and boisterous laughing and talking; the use of profane language; vulgarity of conversation or behavior; whistling; slamming of doors; going in shirtsleeves (except when business requires it); the wearing of hats indoors by men; lounging or idling about any of the buildings, or at entrances, and especially about the offices, are strictly prohibited.

Male and Female Departments.—The female wards must never be entered by any one who is not regularly employed there, except under special directions from an officer, or unless entrusted with a key for that purpose by the Superintendent. Buildings set apart for the female sex must not be visited by any of the opposite sex without orders to that effect from an officer. Interviews between the sexes, except on special occasions, are forbidden.

Trunks.—In all cases where a place is provided for trunks it will be expected that they shall be disposed of in the manner directed, and not generally kept in rooms.

Order and Neatness about Buildings.—No litter or dirt must ever be thrown out at windows, or left about the buildings, or on the walks or grounds; and the walks and grounds must always be kept in perfect order.

Washing and Cooking.—No cooking or washing is to be done anywhere except in the kitchen or laundry, without special permission of the Superintendent.

Reserved right.—The right of dispensing with the services of any one found not naturally adapted for his or her duties is reserved, and persons found to be wanting in the necessary qualities, may be allowed to go under the terms of the contract in each case. Their dismissal will not involve any reflection upon their character or good intentions.

Verbal orders.—As it is difficult to make any code so comprehensive as to include express rules for all of the various occasions that arise in the complex course of asylum expe-

rience, it becomes necessary to issue verbal orders from time to time, as circumstances may require. It is understood that such verbal orders shall have all the force of the printed rules, and shall be strictly and promptly obeyed.

Notice required.—Employees of the Asylum are required to give two weeks' notice before leaving, or forfeit all wages due them.

Fines.—For wilful disobedience to orders, disrespect to superior officers, abuse of a patient, or any unusual offense, employees will be dismissed from service, and may forfeit all back wages due them. For violation of any of the foregoing rules, or verbal orders received from time to time, or neglect of regular duty not herein mentioned, they may also be removed, or incur a deduction from their wages of not less than twenty-five cents in each case, at the discretion of the Superintendent.

QUALIFICATIONS.

None, except persons of good moral character, intelligent, kind disposition, good health, stout, energetic, not less than 20, nor more than 30 years old, need apply for a position in the Asylum. Provided, in outside departments, persons more than 30 years of age may be employed.

Applicants for employment will furnish certificates, showing them to be as above required, before their applications will be filed.

All persons granted employment in the Asylum are taken on trial for not less than one month, nor more than 60 days. Those who do not prove their suitability within this time, will be requested to withdraw.

The Superintendent reserves—and will exercise—the right to abrogate, amend or supplement the foregoing rules and regulations, or any part thereof, for any reason, and at any time, he may think it would be best to do so.

SUPPLEMENT.

All outside doors of the ward buildings shall be locked within thirty minutes before sunset, by the attendant on the floor having such doors, and all attendants on such floors will be held responsible for neglect of this duty.

Attendants shall see that their patients are inside the building before the outside doors are locked.

Beginning at sunset, the Supervisors shall visit each outside door in their department, see that they are locked, and

ask each attendant separately, if their patients are all in the building, making a note of, and reporting any that are missing.

Attendants must accompany their patients to and from the dining halls at meal time.

After breakfast and dinner, attendants must see that their patients are pleasantly and safely situated in the sitting rooms, or on the verandas or yards, before going to take their meals.

After supper, attendants must see that their patients are located safely in their respective bedrooms, and that all inside ward doors are locked before going to their supper, except such patients as desire to occupy the sitting rooms until the hour for retiring.

At no time shall a ward, sitting room, veranda, or yard, be left occupied by patients without one or more attendants in charge.

The scope of responsibility for violation of any of the rules contained in this manual, will include all officers and attendants, together with all other employees whose positions may entail duties, discharge of which would have prevented the violation.